

**Residential Care Services (RCS)**  
**Operational Principles and Procedures for**  
**Adult Family Homes (AFHs)**  
**LICENSING INSPECTIONS**

**EXIT PREPARATION**

**I. Purpose**

To review and analyze the information gathered during the on-site inspection visit for:

1. Determining compliance; and
2. Determining whether further action is required.

**II. Authority**

[RCW 70.128.090](#)

**III. Operational Principles**

- A. Using data collected, the Licensors will do preliminary decision-making regarding AFH compliance with licensing requirements during the exit preparation.

**IV. Procedures**

**The Licensors will:**

- A. Review forms and documentation to identify concerns and specific issues relating to any requirements the AFH potentially failed to meet.
- B. Use **FORM J (Exit Preparation Worksheet)** as a guide and optional tool for exit preparation.
- C. Identify concerns or potential deficiencies found during observations, interviews, and/or record review.
- D. Note examples to assist the provider in understanding the non-compliance issues.
- E. Note any potential deficiency which requires further information, and what further data collection may be necessary following the AFH on site visit.
- F. Review the information to determine if the failure to meet a requirement has resulted in a negative resident outcome or the potential for a negative outcome.
- G. Follow the Enforcement Operational Principles & Procedures (OPPs) to establish the scope and severity and what action is required if a deficiency is identified.

**INFORMATION AND ASSISTANCE**

**A. General:**

1. The information gathered and organized will facilitate the communication between the Licensors and provider at the exit as well as provide the Licensors with a useful tool for writing the Statement of Deficiencies.
2. The information given at the exit is not necessarily the final determination of the home's compliance. Further analysis and data collection may need to continue after the on-site visit including family and resident representative contacts and review of documentation.



Joyce Pashley Stockwell, Director  
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Date